



## STOTFOLD TOWN COUNCIL STOTFOLD CEMETERY REGULATIONS

### INTERMENTS

1. STC representative will be responsible for the marking out of grave spaces.
2. Undertakers will be responsible for:
  - Supplying and erecting a soil box adjacent to grave space to be dug.
  - Digging of grave to the correct depth by the day preceding an interment, with the exception of weekends and bank holidays.
  - Making sure the grave space is not left open and uncovered prior to an interment-taking place.
  - Infilling the grave with top soil to no higher than adjacent ground level, within 3 hours of the time of interment. Any subsequent soil sink will be infilled by the Council's contractor as required
  - All excess soil must be removed from the Cemetery. There is no provision for tipping of excess soil.
  - The delivery of the Certificate of Burial to Stotfold Town Council Office before the day of the interment.
3. The STC representative will check on grave depths, making sure that the grave is not left open and uncovered prior to an interment taking place and that the infilling has been carried out to the satisfaction of the Town Council on the day of the interment.

WOULD ALL UNDERTAKERS/STONEMASONS PLEASE NOTE THAT MEMORIALS IN THE BEACON SECTION OF STOTFOLD CEMETERY MUST BE PLACED WITH THE HEADSTONE INSCRIPTION FACING DOWN THE HILL (THIS IS OPPOSITE TO ALL OTHER SECTIONS OF THE CEMETERY).

## MEMORIALS

1. All Monumental Masons wishing to carry out work within Stotfold Cemetery must be BRAMM (British Register of Accredited Memorial Masons) accredited, or NAMM (National Association of Memorial Masons) accredited, or both.

2. **Cemetery charges**

Unless the person being buried, or the applicant in the case of the pre-purchase of a plot, has lived in Stotfold within two years of the application for burial, they will be charged treble fees.

This means that:

- If the person lived in Stotfold when they died, single fees will be charged;
- If they moved out of Stotfold up to 2 years before they died, single fees will be charged;
- If they moved away more than 2 years before they died triple fees will be charged;
- If the person moved out of Stotfold into a care home, hospital or similar facility – direct from living in Stotfold, however long they have been living in that facility, single fees will be charged.

In all cases proof of period of time living in Stotfold must be provided.

3. **Burial area memorials**

The following memorials are permitted:

New Section, Old Section, top part of the Lawn Section and Beacon Section of the Cemetery

A headstone, gravestone or tombstone not exceeding four feet in height with or without kerb stones, and with or without flat stone. Kerb stones or a flat stone must not exceed seven feet in length, and in the case of a single plot three feet in width, and in the case of neighbouring plots requiring one memorial stone seven feet in width. In addition, a vase not exceeding an overall height of one foot six inches.

Lower part of Lawn Section

Flat plaque measuring twenty four inches by eighteen inches, which has to be inserted at ground level at the head of the grave on unmoved ground, downhill of the grave. Only a flat stone with space for a vase in it, if a vase is required, will be permitted. If no such provision is made, a vase will not be allowed. Nothing else is permitted to be placed within the grave space. Any first inscription thereon has to be arranged to enable a second inscription where necessary to be added.

Garden of Rest

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of a wedge will be permitted. One vase or crematorium tray is permitted with each plaque, but the vase must have a spike which can be placed in the ground. A vase or crematorium tray is permitted only upon the conditions that wherever the Council's groundsman or contractor is carrying out maintenance in the Garden of Rest he removes the vase or tray and that the Council accepts no responsibility for any damage caused to a vase or tray or for ensuring that it is replaced in its proper position after maintenance work. Muted coloured stones will be allowed around the plaques.

### New Garden of Rest

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of wedge will be permitted, although smaller plaques or stone block vases with limited wording are also permitted. All memorabilia is to be contained within the plot. No planting is permitted. Flowers, plant pots, ornaments or other items are not permitted to be sited on the wooden sleepers surrounding the Garden of Rest. Any such items will be removed by the Council and retained for collection. Stones are provided within the plot. If top-up of stones is required, the Council will supply the stones.

### Baby Section

Headstones and flower vases which must be placed near the headstone end of the plot. Headstones must not exceed two feet three inches in height and 15 inches in width, and must be made of stone or similar material. Kerb stones are not permitted.

## **4. Memorial Benches**

The Town Council will purchase and install memorial benches, plaques and all associated requirements upon request of purchase.

Unlike the purchase of a plot, the requested bench is the memorial.

Other than a memorial plaque there should be no additional memorials including planting, vases and other objects around the bench. Stotfold Town Council will remove any such items.

The Town Council will be responsible for the maintenance and repair of memorial benches for the first ten years, and will replace them if they become damaged beyond repair during that time. After ten years it is the responsibility of the family to pay for repairs. If the bench is badly damaged or unusable after ten years the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the Council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable we will take appropriate action deemed necessary at the time.

These regulations will apply to benches already in place, starting from 24<sup>th</sup> September 2008, and also to future benches placed in the Cemetery.

## **5. Memorial Trees**

The Town Council will purchase the tree, plaque and all associated requirements upon request of purchase.

The Town Council will plant the tree and whilst they will endeavour to maintain the tree they will not take any responsibility should trees die after the first season of planting.

Should the tree die within the first year the Town Council will take responsibility for the replacement of the tree.

Should the tree die after the first year and a replacement is required, an application will have to be made to the Town Council. To ensure continuity, only the Town Council can replace trees.

Unlike the purchase of a plot the requested tree is the memorial and does not constitute a burial plot, therefore the scattering or burial of ashes will not be permitted.

Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the tree. Stotfold Town Council will remove any such objects.

## **6. Memorials - materials**

In addition to where referred to above:

- Memorials may not be made of Bath, Caen or other soft stone. Kerbing must be of a similar material to the memorial. Kerbing and memorials must be installed by a monumental mason, and be constructed and installed in accordance with BRAMM/NAMM standards. The materials and workmanship must be to the satisfaction of the Council.
- Wooden crosses are only allowed as a temporary memorial prior to a permanent memorial being erected. Temporary memorials are permitted for a period of three years from the date the temporary memorial was put in place. After three years they will be removed by the Council and returned to the family.

## **7. Memorials – installation**

Applications for erection, re-erection and removal of memorials (temporary or permanent) have to be made to the Clerk of the Council.

Three day's notice in writing must be given to the Clerk of the Council before any work relating to memorials is carried out at the Cemetery.

Memorials and all materials for placing them and materials for removing or performing any work upon them at the cemetery must be assembled and made ready before the admission of the contractors to the Cemetery. Contractors must provide their own tools, planks and other equipment required by them. Workmen may not be present at the Cemetery before 9am or after 4pm and not at all on Sundays, Christmas Day, Good Friday and Bank holidays. All work must be performed as expeditiously as possible. All soil resulting from a placement of a memorial must be removed by the Contractor. Contractors must remove their tools and all other equipment brought to the Cemetery forthwith upon completion of the work.

All damage to Council's property or to other monuments caused by the bringing in, use of or taking out of materials or equipment by a contractor or other person or by his negligence or that of his workmen, must be made good.

The Council will not be responsible in any way howsoever for damage to or loss of memorials.

Whenever an existing grave space needs to be re-opened for a further burial to take place, the Council reserves the right to place removed earth on an adjacent plot or grave. The Council will ensure that the earth is removed as soon as possible after the burial.

Any person to whom a right to place and maintain a memorial or a right to put an additional inscription on a memorial has been granted must:

At his expense before the memorial is placed in the Cemetery cause to be **cut, embossed or marked thereon in a visible position in not less than one inch numbers the number of the grave space** where it is to be placed, which number is to be found on the plan of the Cemetery at the Council's offices.

At his expense and that of his estate thereafter maintain the memorial in a safe and secure condition and indemnify the Council against all claims, demands proceedings of persons injured because of the unsafe condition of the memorial.

#### **8. Memorials - general**

- The Council reserves the right to remove faded flowers, vases, bottles or any other objects which in their opinion are objectionable or unsightly. The public must deposit all litter or faded flowers in the receptacles provided for the purpose.
- No planting of trees, shrubs or other large perennial plants will be permitted on grave plots.

Planting of flowers or the addition of small adornments will only be permitted within the kerbing where a full memorial has been registered and installed.

Where a headstone only memorial has been registered and installed then no additional planting or adornments beyond that will be permitted other than within the confines of the memorial baseplate.

- Nothing else is permitted to be placed on or in the ground that has not been authorised in writing by the Council. The Council reserves the right to remove all extra grave adornments, and unauthorised items that do not conform to the regulations.
- The Council has powers under the Local Authorities Cemeteries Order 1977 to take action which is necessary to remove danger which arises by reason of the condition of a memorial or deal with it in any way to ensure the proper management regulation and control of the Cemetery.

**Note: The Council, as a Burial Authority, has further powers relating to gravestones and other memorials under the Local Authorities Cemeteries Order, 1977.**